

**REQUEST FOR RENEWAL OF INCENTIVE PAYMENTS
ATTORNEY STUDENT LOAN REPAYMENT
FY 2005**

(To Be Submitted Only by Attorneys Selected for the FY 2003 or FY 2004 ASLRP)

Part 1: ATTORNEY INFORMATION

1.	Name			2.	SSN	
	Mailing Addresses	Work				
		Home				
	Work Telephone					
	Fax Number					
	E-Mail Addresses	Work				
		Home				
	Supervisor's Name and work phone					
	Current Position (as of May 1, 2004) –	Include Component and Office of Assignment (AUSA's Include District)				
	<p>Is this the same position you held when originally selected for ASLRP?</p> <p><i>(Circle the appropriate response and initial).</i></p>	<p>YES I am in the same position and have not moved within the Department _____ <div style="text-align: center;"><i>initials</i></div> <p>*****</p> <p>YES I am in the same position; however, I am moving to a new position within the Department as of _____ (enter date: DD/MM/YY) _____ <div style="text-align: center;"><i>initials</i></div> <p>NO I am not in the same position. I moved within the Department. _____ <div style="text-align: center;"><i>initials</i></div> <p><i>(This is the appropriate response if you moved from the position you originally held at time of selection to a different position within the same component or U.S. Attorney's Office or to a different component/office.)</i></p> <p><i>If you moved to any position other than the one you held when originally selected for ASLRP or are moving before May 1, 2006, you must complete Part I-A and attach to your renewal request.</i></p> </p></p></p>				

NAME: _____ SSN: _____

PART 1-A: LATERAL MOVES (To be completed only by attorneys who have changed positions since selection/renewal in 2004 or who are moving to a new position before May 1, 2006.)

Notice: Lateral moves within the Department may affect receipt of ASLRP benefits. Attorneys who moved or are going to move to a position other than the one held at the time of selection for ASLRP should review the Department policy regarding continuation of ASLRP incentives for current beneficiaries. The policy and a summary chart are posted at www.usdoj.gov/oarm under the Attorney Student Loan Repayment Program link.

A. Position Information: Place an “X” in the block that best describes your move and enter the requested information:

1	I moved to another position within the <u>same</u> component or US Attorney's Office. My new position is: _____ My former position was: _____
2	I moved to another position in a <u>different</u> component or US Attorney's Office (e.g., from Trial Attorney, Tax Division to Trial Attorney, Antitrust Division; or from Criminal Division to a U.S. Attorney's Office; from the Eastern District of Virginia to the Western District of Texas) My new position is: _____ My former position was: _____
3	This move was: (Check the appropriate block) Voluntary → <input type="checkbox"/> Involuntary → <input type="checkbox"/>

B. Justification. Prepare a written justification as described below.

The Program Administration Panel will carefully consider your responses to the information requested below in items 1 through 5, below. Please address the categories in the order specified. Appropriate responses will be succinct, well organized, and relevant to the specific category. You must provide a response to each enumerated category, 1 through 5. Areas of interest are listed in italics under some of the categories. You are not required to respond to each listed area of interest. These are suggestions intended to assist you identify the relevant topics for that category. You may include similar information not specifically identified.

Enter your name on the top left side of each page of your justification and number the pages of your justification consecutively.

1. Education: Please summarize your legal educational background.

Areas of interest include law school academic background, participation in law review or competitive moot court (e.g., Jessup Cup, etc – not mandatory first-year moot court), graduate law degrees, other advanced degrees, and continued professional education or training. Please highlight any significant honors or achievements. Do not address judicial clerkships.

NAME: _____ SSN: _____

(PART 1-A, Continued)

2. High or Unique Qualifications Relevant to DOJ Duties – or – Special Need of the Department: (Your response to this category may not exceed 1 page.)

- You must justify ASLRP selection based on one or both of these elements.
- You may articulate how you meet any published component qualifications (posted on Appendix A) for your assigned component. If there is nothing for your component listed on Appendix A or you do not meet the listed qualifications, then you must provide a justification sufficient for the Department to find that you meet one of the elements above.
- You must explain how your qualifications, special skills, training or your ability to meet a special Department need impact on your current duties.

Areas of interest may include:

a. Whether you meet specific component-identified qualifications for the position to which you are currently assigned (e.g., membership in specialty bar (e.g., Patent Bar) or other professional qualifications relating to attorney's duties (e.g., CPA, Patent Agent), undergraduate or advanced degrees in fields relevant to DOJ component's practice, foreign language fluency (e.g., must possess professional proficiency in the spoken and written language and be able to conduct legal business associated with your DOJ position, etc.) See Appendix A for a listing of component-identified qualifications. (Please note, you must actually be assigned to the component in order to justify ASLRP using Appendix A qualifications. For example, do not base your justification on qualifications listed by the Antitrust Division if you are assigned to the Criminal Division).

b. Judicial Clerkship (if relevant to your current duties).

c. Other knowledge, skills, experience, education, prior employment, or training that contributes to your effectiveness as a DOJ attorney.

d. Assignment to a component-designated "hard-to-fill" location (also listed on Appendix A). You must actually be assigned to the listing component.

e. The manner in which you contribute directly to accomplishment of one or more DOJ Strategic Goals.

- 1. Prevent Terrorism and Promote the Nation's Security*
- 2. Enforce Federal Laws and Represent the Rights and Interests of the American People*
- 3. Assist State, Local, and Tribal Efforts to Prevent or Reduce Crime and Violence*
- 4. Ensure the Fair and Efficient Operation of the Federal Justice System*

3. Demonstrated Potential Based on Objective Accomplishments: This area focuses on your overall potential as demonstrated by performance, activities, and accomplishments. *Areas of interest include:*

- *Performance evaluations*
- *Ability to train or mentor others*
- *Pro bono or other volunteer or public service activities*
- *Other service to the Component or the Department (e.g., represents the component as a public speaker, moot court judge for law school competitions, legal recruiting activities, etc.)*
- *Demonstrated leadership*
- *Increased responsibility*

NAME: _____ SSN: _____

(PART 1-A, Continued)

4. The Basis for a Determination of Recruitment or Retention Difficulty: Please articulate a basis for a determination of the degree of recruitment or retention difficulty.

- *You may use factors listed in Appendix B, or other relevant factors that you articulate.*
- *Attorneys already on duty with the Department must address the extent to which their departure would affect DOJ's ability to carry out an activity or perform a mission-essential function.*

5. Short Essay: Provide a short essay (not to exceed 1 page) discussing either the greatest challenge you faced in pursuing your legal career or your greatest contribution to the legal profession, your component or the Department.

NAME: _____ SSN: _____

PART 2: LOAN AND SALARY INFORMATION: (Required for all renewals)

1. Enter the number of qualifying Federal student loans you hold _____

2. List your total qualifying Federal student loan indebtedness
(as of May 1, 2005): (Do not include debt associated with any private student
loans. Note that the \$10,000 minimum debt does not apply to recertifications). \$ _____

3. How much did you personally pay on your qualifying Federal
student loans from January 1, 2004, through December 31, 2004? \$ _____
**DO NOT INCLUDE FY 2004 ASLRP PAYMENTS ISSUED BY DOJ
ON YOUR BEHALF**

4. What was your approved ASLRP payment (gross) in FY 2004? \$ _____

5. Please check one of the blocks below and enter the appropriate information:

☐ I hold an appointment under the excepted Federal service.
As of May 1, 2005, I hold the rank of _____ → GS __, Step __

☐ I am an Assistant U.S. Attorney paid under Title 23, USC.

6. What is your annual base salary as of May 1, 2005? \$ _____

Attorneys holding GS status: Use the 2005 GS (base) pay table

www.opm.gov/oca/05tables/indexGS.asp. Do not include locality pay.

AUSAs: Use current AD pay scale for your salary. Do not include locality pay.

7. If you graduated from law school in 2004, check here if your qualifying
Federal student loan repayments were tolled for part of the year _____

8. Current loan information:

- Complete the block below for each of your existing, qualifying federal loans.
 - See the ASLRP Policy for information about qualifying loans
- List them in the order you wish the incentive payments to be credited.
- If you have more than one outstanding loan, use the loan information continuation page to continue. Note that one block must be completed for each **loan**, even if all loans are with the same **lender**.
- Attach a letter/statement from each **lender** or **loan servicing organization** for **each** loan indicating that the loan is current and in good standing and reflecting the 2004 payment history and current balance. A monthly payment statement or cancelled check will not suffice. A computer printout from a loan-holder's web site is acceptable provided it contains the required information.

NAME: _____

SSN: _____

Loan 1	Amount of outstanding balance:	\$
	Date of above outstanding balance:	
	Loan holder/servicing organization (complete name, address, telephone number)	
	Loan identification number	
	Type of Loan (e.g., Stafford, Direct)	
	Payment amount and frequency (e.g., monthly/quarterly/annually)	\$ _____ per _____
	Due date of the next payment	
	Amount you personally paid between Jan 1 and Dec 31, 2004	\$
	Amount ASLRP paid on your behalf in FY 2004	\$
	Amount due in the next 12 months	\$

9. Please review the distribution of your 2004 ASLRP payment to ensure that your loan holder applied it only to qualifying Federal student loans, then check the appropriate block, below:

I have verified that distribution of FY 2004 ASLRP payments by my loan holder was limited to qualifying Federal student loans Yes ____ No ____

If you found erroneous distributions, check "No" and take corrective action immediately. Future ASLRP payments cannot be issued until proof of correction is provided to OARM. OARM will continue to process your renewal request, but will not authorize further payments until correction is confirmed in writing.

Please read the certification block carefully before signing and dating. Review the ASLRP policy (www.usdoj.gov/oarm) for clarification if you do not understand the terms of this certification. If you need further assistance, contact OARM.

Certification:

I certify that all the information I provided for ASLRP consideration is true and correct, including data provided in the Justification. I further certify that I am not in default on any qualifying Federal student loan, whether or not listed here. As part of this certification, I attest that:

- I have read and understand the Attorney Student Loan Repayment Program policy.
- I understand that the ASLRP is an agency incentive program, not an entitlement.

- I understand that ASLRP payments are subject to tax and withholdings, which are deducted before payment is issued to the loan holder.
- I am aware of the eligibility requirements, the “matching funds” provisions, the possible impact of moving to a new position within the Department after selection, and the requirement to continue making personal loan repayments.
- I understand that the Department does not guarantee future incentive payments beyond FY 2005.
- I understand that acceptance of ASLRP funding triggers a three-year service obligation and that all payments issued on my behalf (pre-tax amounts) may be recouped if I fail to complete my service agreement.
- I certify that there are no performance or discipline issues that render me ineligible for this program.
- I understand that I may be subject to administrative and/or disciplinary action, including but not limited to termination of the loan repayment incentive, if I provide false information.

Signature	
Date	

Print, sign and date this document. Submit the original and one copies of your complete request for renewal to your component / office ASLRP point of contact for further action.

At this stage, a complete copy of your request must include the following:

For attorneys who remain in the position held in 2004:

Request for Renewal with:

- Part 1: Attorney Information
- Part 2: Loan and Salary Information
 - Tab A: a current copy of each lender’s statement of account status, 2004 payment history, and current balance on each loan
 - if loans were consolidated since the initial award in FY 2004, documentation from the lender showing that the original loan(s) were qualifying loans,
 - Tab B: a copy of your resume

For attorneys who moved to a different position after renewal or original selection in 2004:

Request for Renewal with:

- Part 1: Attorney Information
- Part 1-A: Lateral Moves
 - Part A: Position Information
 - Part B: Justification
- Part 2: Loan and Salary Information
 - Tab A: a current copy of each lender’s statement of account status, 2004 payment history, and current balance on each loan
 - if loans were consolidated since the initial award in FY 2004, documentation from the lender showing that the original loan(s) were qualifying loans,

- Tab B: a copy of your resume

OARM WILL NOT PROCESS INCOMPLETE REQUESTS OR ATTACH MISSING DOCUMENTS SUBMITTED SEPARATELY

Component/Office points of contact for submission of ASLRP requests are listed on the OARM web page. If your component/office/bureau/board or equivalent is not listed, request guidance through your supervisory channels on how to submit to the component / office / bureau / department head.

I

LOAN INFORMATION CONTINUATION PAGE

NAME: _____ **SSN:** _____

Loan _	Amount of outstanding balance:	\$
	Date of above outstanding balance:	
	Loan holder/servicing organization (complete name, address, telephone number)	
	Loan identification number	
	Type of Loan (e.g., Stafford, Direct)	
	Payment amount and frequency (e.g., monthly/quarterly/annually)	\$ _ _ per _
	Due date of the next payment	
	Amount you personally paid between Jan 1 and Dec 31, 2004	\$
	Amount ASLRP paid on your behalf in FY 2004	\$
	Amount due in the next 12 months	\$

Loan _	Amount of outstanding balance:	\$
	Date of above outstanding balance:	
	Loan holder/servicing organization (complete name, address, telephone number)	
	Loan identification number	
	Type of Loan (e.g., Stafford, Direct)	
	Payment amount and frequency (e.g., monthly/quarterly/annually)	\$ _____ per _
	Due date of the next payment	
	Amount you personally paid between Jan 1 and Dec 31, 2004	\$
	Amount ASLRP paid on your behalf in FY 2004	\$
	Amount due in the next 12 months	\$

Part 4: Final Component Validation (For Department use).

Information in Part 4 must be confirmed and signed by the Executive Officer of the component (or equivalent), or senior-level delegate.

Attorney's Name: _____

- 1. Did the attorney make an intra-Department move between May 1, 2004 and April 30, 2005?** Yes _____ No _____

If the attorney made an intra-Department move, please complete 2a – 2d, below:

Please review Part 1-A, paragraph B, "Justification," Item 2: (High or Unique Qualifications Relevant to DOJ Duties – or – Special Need of the Department).

The Justification consists of five items the attorney must address: Education, High or Unique Qualifications Relevant to DOJ Duties or Special Need of the Department, Demonstrated Potential Based on Objective Accomplishments, Basis for a Determination of Recruitment/Retention Difficulty, and a Short Essay.

Detailed guidance on the relevant areas of interest for each part of the Justification is provided online in the "Request for Renewal of Incentive Payments, "Justification" link at www.usdoj.gov/oarm under the "Attorney Student Loan Repayment Program."

In summary, areas of interest for Item 2 may include component-identified qualifications or criteria, judicial clerkship (if relevant to current duties); other knowledge, skills, experience, education, prior employment or training that contributes to effectiveness as a DOJ attorney, and the manner in which the attorney contributes to accomplishment of one or more DOJ Strategic Goals.

2a	If attorney based all or part of Item 2 of the Justification on specific component-identified qualifications or criteria listed in Appendix A for 2005, do you agree that he/she meets the requirement?	YES	
		NO	
		N/A	
2b	For attorneys who moved only: Please recommend a numeric score (from 1 to 40) for Item 2 of the Justification for this attorney. (There are 100 total points associated with the complete Justification).		
For attorneys who moved only: Please review Item 3 of the Justification (Demonstrated Potential Based on Objective Accomplishments).			
Item 3 focuses on overall potential as demonstrated by performance, activities, and accomplishments. Areas of interest include performance evaluations, ability to train or mentor others, pro bono or other volunteer or public service activities, other service to the Department or component, and demonstrated leadership.			
2c	Please recommend a numeric score (from 1 to 10) for Item 3 for this attorney. (There are 100 total points associated with the complete Justification).		

ATTORNEY'S NAME: _____

Organizations:

- OARM Form 2005-2
-
- February 2005

General

This information is provided pursuant to the Privacy Act of 1974 (P.L. 93-597).

Authority for Collection of Information

5 U.S.C § 5379

Purpose and Uses

The main purpose for collecting the information requested on this form is to establish the terms under which an individual receives a student loan repayment benefit under the Attorney Student Loan Repayment Program. The information collected will be used as a basis for payroll actions and to identify and validate qualifying Federal student loans. Accordingly, disclosure of identifiable information, including your Social Security Number (SSN), may be made to the Internal Revenue Service for tax withholding purposes, the Department of Treasury for payroll action, and to the Department of Labor for worker compensation claims, and to lending or educational institutions to identify and validate qualifying Federal student loans. This information may also be used by the Department of Justice for other lawful purposes including law enforcement and in the event of litigation. In addition, these records, or information therein, may also be used within the Department of Justice for study purposes, such as projection of staffing needs, and/or creation of non-identifiable statistical data for reports to other Federal agencies and Congress.

Information Regarding Disclosure of Your Social Security Account Number

Disclosure of the SSN is mandatory since it is the identifier used by the Internal Revenue Service and for the withholding of taxes from your salary. The use of the SSN is necessary because of the large number of present and former employees and applicants who have identical names and birth dates, and whose identities can be distinguished only by the SSN. It is used primarily to identify an employee's personnel, leave, and pay records and to relate on to the other. In this regard, it is also used by the Department of Justice to locate records in order to respond to lawful requests for information from former employers, educational institutions, and financial or other organizations. It also may be used by the Department of Justice to identify and validate qualifying Federal student loans. The information gathered through the use of the number will be used only as necessary in personnel administration processes carried out in accordance with established regulations and published notices of systems of records. The SSN also will be used for the selection of persons to be included in statistical studies of personnel management matters.

Effect of Non-disclosure

Your submission of this Request for Consideration is voluntary; however, if the Request is submitted, omission of significant information requested would preclude continued processing to determine whether receive an incentive benefit.